



**CITY OF WILDOMAR**  
**Planning Department**  
23873 Clinton Keith Road, Suite #110  
Wildomar, CA 92595  
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

**Planning Application  
Project Number**

## **Cannabis Conditional Use Permit (CUP) & Development Agreement (DA) Application**

### **CANNABIS PROJECT INFORMATION:**

Project Address/Assessor Parcel Number (include suite number if located in a multi-tenant building):		
General Project Description (a detailed project description and letter of operations must be included as a separate attachment):		
	<u>Existing</u>	<u>Proposed (If applicable)</u>
General Plan Designation:		
Zoning Designation:		

### **CANNABIS APPLICANT CONTACT INFORMATION:**

Name of Business Entity and Applicant Name:		
Mailing Address:		
Telephone:	Fax:	Email Address (required):
I hereby acknowledge that I am the applicant for this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application. Signature of Applicant must also be notarized by a Notary Public (see attachment).		
<u>Applicant Name (Printed)</u>	<u>Signature of Applicant:</u>	<u>Date:</u>

## PROPERTY OWNER INFORMATION AND PERMISSION:

Property Owner(s) Name:		
Mailing Address:		
Telephone:	Fax:	Email Address (required):
I certify under the penalty of perjury and the laws of the State of California that I (we) am (are) the property owner(s) of the property that is the subject matter of this application, and I (we) am (are) authorizing to, and hereby do consent to the filing of this cannabis application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property. Signature of Applicant must also be notarized by a Notary Public (see attachment).		
Printed Name of Property Owner(s)	Signature of Property Owner(s)	
Printed Name of Property Owner(s)	Signature of Property Owner(s)	
Printed Name of Property Owner(s)	Signature of Property Owner(s)	

### Special Notes:

- The Local License application may be submitted concurrently with the CUP/Development Agreement Application form.
- Prior to submitting the CUP/Development Agreement Application form to the Planning Department, you are required to first contact Abdu Lachgar, AICP, Senior Planner at (951) 677-7751, Ext. 203, or by email at [alachgar@wildomar.gov](mailto:alachgar@wildomar.gov). Application submittals shall be made by appointment only, or other alternative approved by the Community Development Director.
- The Applicant and Property Owner signatures must be notarized by a registered Notary Public (see attached form) or the CUP/Development Agreement application will not be accepted for processing.
- Commercial/Retail Cannabis Businesses are only permitted in the C-G or C-H commercial zoning districts (refer to the attached Council Ordinance No. 187 for standards, conditions and operational requirements).
- Cannabis Cultivation, Manufacturing, Distribution or Testing Laboratories and Cannabis Cafes are prohibited in all zones.
- The processing of a Cannabis CUP/DA is subject to Fixed-Fee as outlined in the city's fee schedule and is due at time of Application submittal.
- Any applicable CEQA Environmental Review Fee (i.e., Categorical Exemption, ND, MND or EIR) is a separate fee (varies) and is determined after a formal project submittal is made. All CEQA fees are paid by the Applicant to the City to process these applications.



**Planning Application  
Project Number**

**ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY  
BY THE APPLICANT**

**(Project representative signatures will not be accepted.)**

I acknowledge and certify that this project application is being submitted and processed as a "fixed fee" application in accordance with City Council action approved on November 8, 2023. I also acknowledge that this fixed fee is based on three (3) Plan Reviews and Approval. For each additional plan review above three (3), an extra fee equal to 25% of the original fixed fee amount for each application type will be due before moving forward, and failure to pay the extra fee will result in the City pausing all work on the project review until the fee is paid. I further acknowledge that if this application requires additional legal review by the city attorney beyond the typical review time stipulated in the fixed fee for each application, an additional charge of \$4,969.64 for each 10 additional hours will apply. I lastly acknowledge, upon notification from the City, that if the proposed project becomes inactive for a period of six (6) months, the project will be automatically deemed closed out and withdrawn by the City, and that a new development application and fixed fee (at the time of re-initiation) will be required to restart the project.

**ACKNOWLEDGEMENT OF INDEMNIFICATION RESPONSIBILITY  
BY THE PROJECT APPLICANT**

**(Project representative signatures will not be accepted.)**

The Applicant for this application shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Chapter 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. City shall promptly notify the Applicant of any Action brought and request that Applicant and Property Owner defend the City. It is expressly agreed that Applicant may select legal counsel providing the Applicant's defense and the City shall have the right to approve separate legal counsel providing the City's defense. The Applicant shall reimburse City for any attorneys' fees, costs and expenses directly and necessarily incurred by the City in the course of the defense. Applicant agrees that City will forward monthly invoices to Applicant for attorneys' fees, costs and expenses it has incurred related to its defense of any Action and Applicant agrees to timely payment within thirty (30) days of receipt of the invoice. Within fourteen (14) days of an Action being filed, Applicant agrees to post adequate security or a cash deposit with City in

an amount to cover the City's estimated attorneys' fees, costs and expenses incurred by City in the course of the defense in order to ensure timely payment of the City's invoices. The amount of the security or cash deposit shall be determined by the City. City shall cooperate with Applicant in the defense of any Action.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Billing Address:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

E-mail Contact Information (required): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

### OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER	DESCRIPTION OF ATTACHED DOCUMENT
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	TITLE OR TYPE OF DOCUMENT
_____	_____
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED	NUMBER OF PAGES
<input type="checkbox"/> GENERAL	_____
<input type="checkbox"/> ATTORNEY-IN-FACT	DATE OF DOCUMENT
<input type="checkbox"/> TRUSTEE(S)	_____
<input type="checkbox"/> GUARDIAN/CONSERVATOR	SIGNER(S) OTHER THAN NAMED ABOVE
<input type="checkbox"/> OTHER _____	_____
_____	_____

### SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))

\_\_\_\_\_  
\_\_\_\_\_



## CITY OF WILDOMAR Planning Department

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### Application Submittal Requirements for a CUP & Development Agreement

#### ***Special Note:***

The City has officially adopted an “All-Electronic” project application submittal and fixed fee payment process, including submittal of development plans and all accompanying technical studies (new and resubmittals). When you are ready to make a formal submittal (or resubmittal), please contact Mr. Abdu Lachgar, AICP, Senior Planner at (951) 677-7751, Ext. 203, or via email at [alachgar@wildomar.gov](mailto:alachgar@wildomar.gov). Mr. Lachgar will provide detailed instructions on how to make the formal electronic submittal (and resubmittals) and pay the fixed fees.

#### **A. Applicability:**

The **Conditional Use Permit** and **Development Agreement** applications discussed below shall be submitted to the Planning Department and processed concurrently. Both applications require a public hearing with the Planning Commission, who will make a recommendation (approval or denial) to the City Council. The City Council will then hold a public hearing to review and consider the Planning Commission’s recommendation. The City Council’s decision at this hearing meeting is final.

##### **1. Conditional Use Permit (CUP):**

As outlined in Chapter 17.240 of the WMC, all commercial retail cannabis businesses require approval of a Conditional Use Permit. Cannabis businesses in the C-G and C-H zoning districts are subject to the use and operational regulations of Chapter 17.240 (Cannabis Businesses) and the Licensing Regulations of Chapter 5.76 (Local License). If the Cannabis business is proposed in an existing building, the CUP will require a general site plan and detailed floor plans (see details below). If the Cannabis business is locating in a new building (i.e., new construction), full development plans will be required (see details below).

The plans shall be reviewed for completeness based on the submittal requirements outlined in this application form, as well as any additional project-specific requirements outlined in Chapter 17.240. Based upon the location or characteristics of the project site, a full CEQA analysis will be required (e.g., CEQA Exemption, Mitigated Negative Declaration or Environmental Impact Report). The CEQA determination will be made by the City after a formal application package is submitted. The City will be the lead agency but the cost of preparing any CEQA documentation will be paid by the Applicant (see additional CEQA information below).

##### **2. Development Agreement (DA):**

As outlined in Chapter 17.240 of the WMC, all commercial retail cannabis businesses require approval of a Development Agreement by the Planning Commission and City Council. Each cannabis business shall enter into a Development Agreement pursuant to Government Code Chapter 65864 et seq. with the City setting forth the terms and conditions under which the cannabis business will operate that are in addition to the requirements of this Chapter 17.240 and Chapter 5.76 of the WMC, including, but not limited to, public outreach and education, community service, payment of fees and other charges, and such other terms and conditions that will protect and promote the public health, safety, and welfare.

The following Development Agreement fees approved by the City Council shall apply to all commercial retail cannabis businesses operating in the City of Wildomar:

- Deal Point #1 - Twenty dollars (\$20.00) per gross square foot of floor area within any building, facility or structure utilized for the proposed Cannabis Business. Beginning on the first anniversary of the Effective Date, and annually thereafter, the portion of this Development Agreement Fee shall be automatically adjusted based on the average percentage change in the Consumer Price Index (CPI) for “all urban consumers” in the Riverside-San Bernardino-Ontario area, or a subsequent Consumer Price Index (CPI) area covering the City.
- Deal Point #2 - In addition, the following amounts shall be paid to the City based on the annual gross receipts of the Cannabis Business commencing on the first anniversary of the Effective Date of this Agreement and annually thereafter as follows:
  - 1<sup>st</sup> anniversary through 5<sup>th</sup> anniversary: 3% of gross receipts; and
  - 6<sup>th</sup> anniversary through 20<sup>th</sup> anniversary: 5% of gross receipts, unless the City and Developer agree to a different amount and as approved by the City Council prior to the 6<sup>th</sup> anniversary of the Effective Date.
  - The City and Developer will agree to engage in good faith negotiations during the 5<sup>th</sup> year of the Development Agreement regarding the DA percentage fee noted above.

Further, the draft Development Agreement will be provided to each applicant with the city's first staff review comments. Once approved by the City Council, the Development Agreement shall be executed and recorded as a condition of approval of the Conditional Use Permit. The Development Agreement is subject to a full CEQA analysis as applicable, as described below.

## **B. Applicant / Property Owner Acknowledgements:**

- ☐ The Applicant/Property Owner acknowledges and agrees to provide any additional information that the City may request to process and fully investigate this application, and that failure to provide such additional information requested by the City may result in denial of the application.
- ☐ The Applicant/Property Owner acknowledges that a cannabis business owner will not receive a Certificate of Occupancy until the Applicant has secured an official/valid State License to operate a Cannabis Business within the City. A copy of the State License must be provided to the City.
- ☐ The Applicant/Property Owner acknowledges and provides authorization for the City to seek verification of the information contained within the application and any such additional and further information as is deemed necessary by the planning director to administer this Chapter or this chapter.
- ☐ The Applicant/Property Owner acknowledges that the City has 30-days from application submittal and payment of fees to perform its first completeness review of the application and accompanying materials/information. If the application is incomplete, the City will prepare, in writing, an incompleteness letter and provide that to the Applicant/Property Owner.
- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that the City may place conditions upon the approval of any CUP/Development Agreement which are, in the opinion of the City, reasonably related to the protection of the health, safety and welfare of the neighborhood in which the proposed licensed premises is to be located and of the general public.
- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that, in addition to any applicable requirements in Chapter

17.240 of the WMC (Ordinance 187), that application for transfers of or changes to the ownership of a licensee, modifications to a licensed premises, and changes of location of a cannabis business shall comply with Chapter 5.76 of the WMC (Ordinance 188).

- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that the cannabis business shall comply with the operational requirements set forth in Chapter 5.76 of the WMC. (Ordinance 188)
- ☐ By submitting this CUP/Development Agreement application for a retail business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall also comply the specific retailer requirements set forth in Chapter 5.76 of the WMC. (Ordinance 188)
- ☐ By submitting this CUP/Development Agreement application for manufacturing business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific manufacturing requirements set forth in Chapter 5.76 of the WMC. (Ordinance 188)
- ☐ By submitting this CUP/Development Agreement application for cultivation business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific cultivation requirements set forth in Chapter 5.76 of the WMC. (Ordinance 188)
- ☐ By submitting this CUP/Development Agreement application for distribution business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific distribution requirements set forth in Chapter 5.76 of the WMC. (Ordinance 188)
- ☐ By submitting this CUP/Development Agreement application for a testing laboratory business, the Applicant and/or Property Owner hereby acknowledges that the cannabis business shall comply with the specific testing laboratory requirements set forth in Chapter 5.76.160 of the WMC. (Ordinance 188)
- ☐ The Applicant/Property Owner acknowledges that a Local License is required (in accordance with Chapter 5.76 of the WMC) and must be approved by the City, and be in good standing, before a public hearing is scheduled with the Planning Commission and City Council on the CUP/Development Agreement.
- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that they have read Ordinance 187 which establishes specific commercial cannabis regulations approved by the City Council on May 28, 2020. (see attached Ordinance 187)
- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that the proposed cannabis business shall be subject to the locational requirements outlined in Chapter 17.240 of the WMC (Ordinance 187). If the business can't meet the locational standards, the CUP/DA applications will not be processed. Further, the Applicant and/or Property Owner hereby acknowledges that no deviations or variances from the locational requirements are permitted.
- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that the cannabis business shall be subject to the special conditions of approval outlined in Chapter 17.240 of the WMC (Ordinance 187).



- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that the cannabis business shall be subject to the inspection requirements outlined in Chapter 17.240 of the WMC (Ordinance 187).
- ☐ By submitting this CUP/Development Agreement application, the Applicant and/or Property Owner, hereby acknowledges that they have read Ordinance 187 which establishes specific commercial cannabis regulations approved by the City Council on May 28, 2020.
- ☐ By signing below (and Notarized), the Applicant and Property Owner certifies under the penalty of perjury, that they acknowledge these statements and that all the information provided in this CUP/Development Agreement is true and correct.

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Applicant Printed Name

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Signature of Applicant

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Date

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Property Owner Printed Name

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Signature of Property Owner

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Date

### C. Cannabis CUP/Development Agreement Application Submittal Requirements:

The minimum submittal requirements for this application shall be as follows:

- ☐ A Completed and Signed/Notarized Application Form & Fee payment (refer to city fee schedule).
- ☐ A separate authorization letter (signed) from the property owner and/or property management company (if proposed in a multi-tenant retail center) acknowledging submittal of this application.
- ☐ The Applicant must submit proof that they are, or will be, entitled to possession of the property or tenant space for which application is made. Evidence of lawful possession consists of properly executed deeds of trust, lease agreements, evidence of ownership of the licensed premises, or other written documents acceptable to the City. This information must be submitted concurrently with the application or the application will not be processed.
- ☐ Proof of the nature of the cannabis business's organizational status, such as articles of incorporation, by-laws, organizational minutes, partnership agreements, or such other documentation acceptable to the city.
- ☐ The Applicant shall provide any additional information that the City may request to process and fully investigate the CUP/Development Agreement application. Failure to provide such additional information may result in delays in the review and processing of this application.
- ☐ The CUP/Development Agreement "Cannabis Proposal Package" with all the required elements (see below) shall be provided in one (1) Pdf document that includes a cover page, detailed table of contents (TOC), and chapter/section dividers for each section for easy reference.
  - ☐ The Applicant shall submit a "Statement of Qualifications" describing the Cannabis Owner(s)/Operator(s) qualifications relative to the Proposal, including experience running businesses similar to the one proposed, including permitted Cannabis and/or non-Cannabis businesses. Provide verifiable, detailed descriptions and other background information for key individuals and owners of the business. Describe other resources, including financial resources, dedicated to implement this Proposal.
  - ☐ The Applicant shall submit a detailed "Project Description" (separate attachment) describing the specific details about the proposed cannabis business and operations, including the following information:
    - A general description of the types of products and services to be provided by the facility;
    - A floor plan designating all interior dimensions of the licensed premises and the layout of the cannabis business, including all limited access areas, areas of ingress and egress, and all security cameras. Such floor plan shall also show the principal uses of the floor area depicted therein. For cultivation sites, such floor plan shall distinguish all dimensions of areas in which plants are located; and
    - For a retailer, a statement confirming whether delivery service of cannabis to any location outside the premises will be provided and the extent of such service, and in the event delivery is provided, a detailed delivery plan detailing how the retailer will comply with all requirements of this chapter, MAUCRSA, and any other applicable state or local laws.

- ☐ The Applicant shall submit a “Neighborhood Compatibility Plan”. The Plan shall address how the Cannabis Business will be managed so as to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. A neighborhood outreach meeting is strongly encouraged before public hearings are scheduled. If you have conducted a neighborhood outreach meeting prior to submitting this application, then provide a record of that outreach and a record of any neighbor feedback. If concerns have been expressed, indicate how you plan to address those concerns.
- ☐ The Applicant shall submit a “Parking Analysis Plan” for a cannabis business located in a multi-tenant retail center describing how parking will be addressed and measures to eliminate parking impacts to existing businesses.
- ☐ One (1) current Preliminary Title Report (in Pdf Format) of all properties covered by the proposed cannabis business project, including a copy of all legal documents (deed, easement, etc.) mentioned in the title report. The title report shall not be more than six (6) months old at the time of application submittal.
- ☐ One (1) recent (less than one-year old) aerial photograph of the entire Project Site with the boundary of the site delineated (Pdf Format).
- ☐ Written confirmation/documentation that the proposed premises is not currently permitted by the State of California or County of Riverside for the production of non-cannabis infused food products.
- ☐ One (1) professionally drawn (by a survey engineer, architect, etc.) radius map showing and identifying all adjacent residential land uses within a 600’ radius of the Project Site. For the purposes of measurement, all distances shall be measured in a straight line, without regard to intervening structures or topography, from the nearest point of the building or structure in which the cannabis business will be located, to the nearest property line of the adjoining parcel where such residential use is located. If the cannabis business will be located in a multi-unit building, the distance shall be measured from the nearest point of the suite in which the cannabis business will be located to the property line. Any Cannabis business located within a 600-foot radius of an adjacent residential use or zone (as described above) is prohibited and the CUP/Development Agreement application will not be accepted (Chapter 17.240 of the WMC).
- ☐ One (1) professionally drawn (by a survey engineer, architect, etc.) radius map showing the location of any public/private school, commercial day care center, parks and/or youth centers (as defined in Chapter 17.240 of the WMC) within a 600-foot radius of the Project Site. For the purposes of measurement, all distances shall be measured in a straight line, without regard to intervening structures or topography, from the nearest point of the building or structure in which the cannabis business will be located, to the nearest property line of the adjoining parcel where such use noted above is located. If the cannabis business will be located in a multi-unit building, the distance shall be measured from the nearest point of the suite in which the cannabis business will be located to the property line. Any Cannabis business located within a 600-foot radius of an adjacent use (as described above) is prohibited and the CUP/Development Agreement application will not be accepted (Chapter 17.240.070 of the WMC).

- ❑ If the Cannabis business is located in an existing building/lease space, the Applicant shall submit a professionally drawn site plan, floor plan and interior colored elevation renderings/drawings of the interior space. These plans shall delineate how the interior floor space will be used, including but not limited to, storage areas, employee areas, exterior lighting, restrooms, security cameras, areas of ingress and egress, signage, limited access areas, and restricted access areas, etc.
- ❑ If the Cannabis business facility is being proposed as new construction on a vacant lot, regardless of zoning district, the Applicant shall prepare one (1) of professionally drawn development plans (11" x 17" Pdf format) drawn to scale with full dimensions and include the above, as well as, the following plan sheets (see table for additional details of required information for the development plans). One flash drive with all electronic information listed herein must be provided.
  - Detailed Site Plan/Plot Plan (separate for the preliminary grading plan).
  - Preliminary Grading Plan (not to be combined with the site plan).
  - Detailed Colored Landscape Plans (must be prepared by a registered landscape architect). Landscape plans must be detailed "construction level" plans without the irrigation plans.
  - Architectural elevations (fully dimensioned & showing all four sides of the building). All buildings must comply with the City's Commercial Design Guidelines.
  - Colored Architectural Elevations (fully dimensioned & showing all four sides of each building suitable for meeting presentation).
  - Floor plans of each building proposed, including interior colored elevation renderings/drawings of the interior space.
  - Roof plans of each building proposed showing mechanical equipment, etc.
  - Photometric/Lighting Plan (to verify consistency with Chapter 8.64 of the WMC).
- ❑ If the Cannabis business facility is being proposed as new construction on a vacant lot, regardless of zoning district, the Applicant shall also submit the following items:
  - Completed and Signed City of Wildomar Environmental Assessment Form (see attached).
  - Completed and Signed Hazardous Waste Site Disclosure Statement (see attached).
  - A completed and signed EVMWD "Water/Sewer Will-Serve" letter from the District (see attached).
- ❑ If the Cannabis business facility is being proposed as new construction on a vacant lot, regardless of zoning district, the Applicant shall be required to comply with the California Environmental Quality Act (CEQA). The City will act as the Lead Agency to prepare the required CEQA documentation (i.e., Negative Declaration, Mitigated Negative Declaration, or EIR) for the proposed project. In accordance with City policy, the required CEQA technical studies (as listed below) may be prepared by the Applicant and must be submitted with the formal application submittal package described above. As part of the City's CEQA process, staff will perform a peer review of each technical study to ensure all professional and legal standards are met. Any changes to the studies required by the city, must be completed by the Applicant and returned in a timely manner to avoid delays in the CEQA process.
  - Air Quality Impact Analysis / Greenhouse Gas Emissions Analysis.
  - Archeological/Paleontological Report.
  - Biological Resources Assessment Report.
  - Cultural Resources Report.

- Determination of Biologically Equivalent or Superior Preservation (DBESP) Study (if Jurisdictional Waters are affected).
  - Geotechnical/Seismic/Subsidence/Soils Report.
  - MSHCP Compliance Report.
  - Noise Study Analysis.
  - Phase 1 Environmental Assessment (Phase 2 EA when required by Phase 1 conclusions).
  - Preliminary Drainage & Hydrology Report (required by City Engineer).
  - Project Specific Preliminary Water Quality Management Plan (required by Public Works Director).
  - Traffic Impact Analysis/Traffic Study (as determined by the Public Works Director).
- ❑ For Cannabis business facility is being proposed as new construction on a vacant lot, regardless of zoning district, the required development plans shall be prepared by a registered civil engineer and/or licensed architect and include the following minimum information in Table 1 on the development plans:

**Table 1**

<b>To be checked off by the Planning Dept. Upon Project Submittal</b>	<b>Required Information on the Development Plans</b>
	Name, address and telephone number of applicant.
	Name, address and telephone number of landowner.
	Name, address and telephone number of exhibit preparer.
	Assessor's Parcel Number(s) and, if available the address of property.
	Scale (number of feet per inch - use Engineer's Scale for all maps and exhibits).
	North Arrow.
	Date site plan was prepared.
	Project Number (to be required upon revised submittal).
	Title of the Project on the cover sheet.
	The location of all proposed structures and uses.
	Complete legal description of property.
	Overall dimensions and approximate total of net and gross acreage of property.
	Vicinity map, showing the site relationship to major highways and cities and two access roads (Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved).
	Exhibit Revision Block.
	Proposed lot lines and dimensions of each parcel, if applicable.
	Location of adjoining properties and lot lines.

<b>To be checked off by the Planning Dept. Upon Project Submittal</b>	<b>Required Information on the Development Plans</b>
	Existing and proposed zoning and land use of property.
	Existing use and zoning of property immediately surrounding subject property.
	If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
	Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
	Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
	List and accurately show all easements of record (by map or instrument number), based upon the title report.
	Streets, alleys, and rights-of-way providing legal access to the property.
	Typical street improvement cross-Chapter.
	Label and describe any land or right-of-way to be dedicated to public or other uses.
	Any known existing wells on the property or within 200 feet of the property boundary.
	Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend at least 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Topography shall be based upon information no older than three years from the date of application and shall be dated and signed by the engineer or land surveyor.
	Preliminary Grading including all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subdivision, conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography and the relationship to adjoining land and development, and any existing grading.
	When subsurface septic sewage disposal is intended, include the information described in the "Site Grading, Subsurface Disposal" Chapter below.
	Note whether or not land is subject to liquefaction, or other geologic hazards, or is within a Special Studies Zone.
	Note whether or not land is subject to overflow, inundation, or flood hazards.
	FEMA mapped floodplains and including zone designations.
	Centerline curve radii and typical sections of all open channels.
	Identify proposed parking spaces & landscape planters.

To be checked off by the Planning Dept. Upon Project Submittal	Required Information on the Development Plans
	For residential projects, numbered mobile home or recreational vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit, or lot.
	For mobile home project, the proposed boundary lines, approximate dimensions for each space or site, and the net size, for each space or site.
	Labeled Common areas, open space, and recreational areas with location, dimensions, acreage, and known proposed uses, and name of proposed owner(s) or entity(ies) who will maintain these areas, if applicable.
	Location, dimensions, setbacks, and nature of any proposed and all fences, gates, walls, free-standing signs, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground structures, including subsurface disposal systems.
	Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
	Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
	Location, dimensions, and height of proposed dwellings, buildings or other structures, labeled as proposed.
	The locations and dimension of all proposed planters and landscaped areas.
	The location and proposed amounts for flammable or combustible materials and waste oils. The description of these items shall be included as part of the written description of the project.
	Setback dimensions of existing structures and paved areas.
	Setback dimensions of proposed structures and paved areas.
	Physical water quality components described in the Water Quality Management Plan.
	The location of existing trees (note type & size).
	The location of any Rock Outcroppings on the site.
	Show location of any, and all, riparian/riverine areas within the project boundaries.
	Show and note location of all Utility Points of Connection.
	Identify and locate all un-recorded but prescriptive rights usage (e.g., trails, access points, roads, utilities).

#### **D. PUBLIC HEARING NOTICE INFORMATION (PROPERTY OWNER MAILING LABELS)**

All Cannabis CUP's and Development Agreements will require a public hearing before the Planning Commission and City Council. The public hearing notification package is intended to identify all property owners within a 600-foot radius of the corners of the subject property. For cannabis

businesses in multi-tenant commercial retail centers, the 600-foot radius must be measured around the edge of the property lines of the entire retail center. The notification package must be prepared and signed by a professional Title company, and certified by the property owner or project applicant.

Special Note: If the cannabis business is located within a multi-tenant commercial retail center, then each businesses owner within that center must also receive a public hearing notice and be included with the required information below.

The public hearing notification package shall include the following:

1. Two (2) sets of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that “Forever” stamps be used in case of future USPS increases). Each envelope must include the property and business owners’ name and mailing address (including the APN). Each envelope shall also include (in the upper left corner) the return address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
2. Two (2) sets of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that you use “Forever” stamps in case of future USPS increases) with the name and address of the Project Applicant/Property Owner, and any other contact persons (deemed appropriate by the Applicant). If the project site is located adjacent to the boundary of a neighboring City, the name and mailing address of the City Planning Department shall also be provided. Each envelope shall also include (in the upper left corner) the return address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
3. One (1) photocopy of the property owner listing sheet and project applicant information from above in a three column format.
4. A 600-foot radius property owner map identifying all properties within the required radius on an assessor’s map page(s).
5. One (1) copy of an exhibit/map (appropriately sized) showing the subject property boundary (including any contiguous properties, if applicable) and the notification radius line indicating the radius distance of 600 feet overlaying all of the properties within that boundary area.
6. A completed Public Hearing Notice Certification Form (see next page), signed by a professional Title company who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.





## PUBLIC HEARING/MAILING NOTICE CERTIFICATION FORM

I, \_\_\_\_\_, certify that on \_\_\_\_\_,  
Print Name of Preparer Date

the attached property owner's list was prepared by:

\_\_\_\_\_ for the following project, \_\_\_\_\_,  
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet, pursuant to application requirements furnished by the City of Wildomar Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Title/Registration: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Planning Case No. (if known when prepared): \_\_\_\_\_

**E. Hazardous Waste Disclosure Statement for New Development.**

The Hazardous Waste Disclosure Statement information below must be completed, signed by the property owner and provided with the application submittal.



## **CITY OF WILDOMAR HAZARDOUS WASTE SITE DISCLOSURE STATEMENT**

Government Code Chapter 65962.5 requires the applicant for any development project to consult specified state-prepared lists of hazardous waste sites and submit a signed statement to the local agency indicating whether the project is located on or near an identified site. Under the statute, no application shall be accepted as complete without this signed statement.

I (we) certify that I (we) have investigated our project with respect to its location on or near an identified hazardous waste site and that my (our) answers are true and correct to the best of my (our) knowledge. My (Our) investigation has shown that:

- ☐ The project is not located on or near an identified hazardous waste site.
- ☐ The project is located on or near an identified hazardous waste site. Please list the location of the hazardous waste site(s) on an attached sheet.

\_\_\_\_\_  
Owner/Representative (1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Representative (2)

\_\_\_\_\_  
Date

**F. Completed and Signed City of Wildomar Environmental Assessment Form for New Developments on Vacant Lot regardless of Zoning District.**

The attached environmental assessment form must be completed, signed and submitted with the formal development application.



## CITY OF WILDOMAR

### Planning Department

23873 Clinton Keith Road, Suite #201

Wildomar, CA 92595

Tel. (951) 677-7751 Fax. (951) 698-1463

## Environmental Assessment Form

The state of California requires cities to assess the environmental impact of all development projects before permits for such action are issued. The attached form will assist you in presenting the environmental effects of your project. The form includes information about the project and an assessment of the potential environmental impacts. You may be asked to answer other questions and submit additional information to determine the level of environmental review required for the project.

### GENERAL INFORMATION

Project No.(s): \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Assessor's Parcel Number(s): \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
List any other permits and/or approvals required for this project, including city, county, regional, state or federal: \_\_\_\_\_

### DESCRIPTION OF USE *(to be completed for industrial and commercial projects only)*

Proposed use of property: \_\_\_\_\_ Daily hours of operation: \_\_\_\_\_  
*Estimated number of employees per shift and number of shifts:* \_\_\_\_\_  
*Type(s) of product/goods to be produced:* \_\_\_\_\_  
*List all machines and equipment used:* \_\_\_\_\_  
*List all chemicals used or stored on-site (submit OSHA Material Data Safety Sheet(s), storage amount and method):* \_\_\_\_\_  
*List all materials and equipment to be stored outside or located on the exterior of the building:* \_\_\_\_\_

### DESCRIPTION OF PROPOSED DEVELOPMENT

Number, Type and Area of All Existing and Proposed Buildings:  
Lot Area: \_\_\_\_\_ Lot Coverage: \_\_\_\_\_ Density: \_\_\_\_\_  
Landscape Area & Coverage: \_\_\_\_\_ Parking (required & proposed): \_\_\_\_\_  
Is the project to be phased? ☐ Yes ☐ No  
*If yes, attached additional sheet(s) fully describing, by phase, the number of units, date construction is proposed to begin, and proposed date of occupancy.* \_\_\_\_\_  
Is the project part of a larger project? If yes, list associated project(s): ☐ Yes ☐ No  
\_\_\_\_\_

## ENVIRONMENTAL SETTING

Describe the project site as it exists before the project, including topography, soil stability, plants, animals, existing structures, and any cultural, historical or scenic aspects: \_\_\_\_\_

Describe the Surrounding Land Uses: \_\_\_\_\_

North: \_\_\_\_\_ East: \_\_\_\_\_

South: \_\_\_\_\_ West: \_\_\_\_\_

### Will this project:

- |  |          |         |
|--|----------|---------|
| 1. Create a change in existing ground contours?  | Yes ____ | No ____ |
| 2. Create a change in scenic views or vistas from existing residential areas, public roads or public lands?                      | Yes ____ | No ____ |
| 3. Create a change in pattern, scale or character in the general area of the project?  | Yes ____ | No ____ |
| 4. Create significant amounts of solid waste or litter?  | Yes ____ | No ____ |
| 5. Create a change in dust, ash, smoke or odors in the vicinity?   | Yes ____ | No ____ |
| 6. Create a change in ground water quality or quantity, or alter existing drainage patterns?                                     | Yes ____ | No ____ |
| 7. Create substantial change in existing noise or vibration?   | Yes ____ | No ____ |
| 8. Be constructed on filled land or on slope of 10 percent or more?  | Yes ____ | No ____ |
| 9. Create the need for use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives?    | Yes ____ | No ____ |
| 10. Create a change in demand for municipal services (police, fire, water, sewer, etc.)?   | Yes ____ | No ____ |
| 11. Create a substantial increase in fossil fuel consumption (oil, natural gas, etc.)?   | Yes ____ | No ____ |
| 12. Result in the removal of trees with a trunk diameter greater than 4 inches?  | Yes ____ | No ____ |
| 13. Create changes in existing zoning or general plan land use designations?   | Yes ____ | No ____ |
| 14. Result in the development of 500 or more dwelling units?   | Yes ____ | No ____ |
| 15. Result in the development of a major sports, entertainment or recreational facility that accommodates 2,000 or more persons? | Yes ____ | No ____ |
| 16. Result in the development of 250,000 or more square feet of office space?  | Yes ____ | No ____ |
| 17. Result in the development of 500 or more hotel/motel rooms?  | Yes ____ | No ____ |
| 18. Result in the development of 250 or more hospital beds?  | Yes ____ | No ____ |
| 19. Result in the development of 250,000 or more square feet of retail-commercial space?   | Yes ____ | No ____ |
| 20. Result in the development of 650,000 or more square feet of industrial space?  | Yes ____ | No ____ |

*Note: Fully explain all "yes" answers on a separate sheet and attach it to this form. If "yes" was answered to any of the questions contained in questions 14 through 20, a completed Traffic Impact Analysis will be required upon submittal of a formal development application. Contact the City Engineer at (951) 677-7751, for information as to the scope of work.*

## CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print or type): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**G. Completed and Signed City of Wildomar Preliminary Water Quality Management Plan (WQMP) Form for New Development on a Vacant Lot regardless of Zoning District.**

To comply with the WQMP requirements, an Applicant for a new development must submit a “Project Specific” Preliminary WQMP. The Preliminary WQMP Applicability Checklist must be completed, stamped/sealed, and signed by the project’s design professional. Please note that there may be additional requirements for projects draining towards the Santa Ana River Basin (which drains the northern portion of the City into Lake Elsinore) instead of draining towards the Santa Margarita River.

The format of the preliminary WQMP report shall mimic the format/template of the final report. See form on the next page to determine if a WQMP is required for the project. The Project Engineer must complete, sign and stamp the form. WQMP documents can be found on the Public Works webpage at the following address: <http://www.cityofwildomar.org/public-works.asp>

## **EXHIBIT D:**

### **WQMP Applicability Checklist**

# 2018 City of Wildomar WQMP – Exhibit D

## Checklist for Identifying Development Project Type and Submittal Requirements within the City of Wildomar

SECTION A: PROJECT INFORMATION		
Project File No.:		
Project Name:		
Project Location:		
Project Description:		
SECTION B: PROJECT TYPE IDENTIFICATION		
Proposed Project Consists of or Includes:	Yes	No
<b>New Development.</b> The creation of 10,000 square feet or more of impervious surfaces (collectively over the entire project site) including commercial, industrial, residential, mixed-use, and public projects. New Development Projects include projects that are on public or private land which fall under the planning and building authority of the [Insert Jurisdiction].	<input type="checkbox"/>	<input type="checkbox"/>
<b>Redevelopment.</b> The creation, addition or replacement of 5,000 square feet or more of impervious surfaces (collectively over the entire project site) on sites with at least 10,000 square feet of existing impervious surfaces, including commercial, industrial, residential, mixed-use, and public development projects on public or private land.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Automotive repair shops.</b> The creation, addition, or replacement of 5,000 square feet or more of impervious surfaces that support automotive repair shops that are categorized in any one of the following Standard Industrial Classification (SIC) Codes 5013–Motor vehicle supplies or parts, 5014–Tires & Tubes, 5541–Gasoline Service Stations, 7532–Top, Body & Upholstery Repair Shops and Paint Shops, 7533–Automotive Exhaust System Repair Shops, 7534–Tire Retreading and Repair Shops, 7536–Automotive Glass Replacement Shops, 7537–Automotive Transmission Repair Shops, 7538–General Automotive Repair Shops, 7539–Automotive Repair Shops, not elsewhere classified).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Restaurants.</b> The creation, addition, or replacement of 5,000 square feet or more of impervious surfaces (collectively over the entire project site) at sites and support the selling of prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812).	<input type="checkbox"/>	<input type="checkbox"/>
<b>All Hillside developments.</b> The creation, addition, or replacement of 5,000 square feet or more of impervious surfaces (collectively over the entire project site) and support development on any natural slope that is 25% or greater.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmentally Sensitive Areas (ESAs).</b> Developments or Redevelopments discharging directly to an ESA that add or replace 2,500 square feet or more of impervious surfaces collectively over the entire project site. "Discharging directly to" includes flow that is conveyed 200 feet or less from the project to the ESA, or conveyed in a pipe of channel any distance as an isolated flow from the project to the ESA.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking lots.</b> The creation, addition, or replacement of 5,000 square feet or more of impervious surfaces (collectively over the entire project site) and supports land area or a facility for the temporary parking or storage of motor vehicles used personally for business or commerce.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Streets, roads, highways, and freeways.</b> The creation, addition, or replacement of 5,000 square feet or more of impervious surfaces (collectively over the entire project site) and supports paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Retail Gasoline Outlets (RGOs).</b> The creation, addition, or replacement of 5,000 square feet or more of impervious surfaces that in support Retail Gasoline Outlets that are either 5,000 square feet or more or have a project average daily traffic of 100 or more vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pollutant Generating projects disturbing over 1 acre.</b> Developments or Redevelopments that disturb over one acre of land and are expected to generate pollutants post construction.	<input type="checkbox"/>	<input type="checkbox"/>
<p>If <u>one</u> or more boxes are checked "Yes" in Section B, project is a Priority Development Project (PDP). Check box below and proceed to Section C.</p> <p><input type="checkbox"/> PDP subject to Site Design, Source Control, Pollutant Control, and Hydromodification Management Requirements.</p> <p>If <u>all</u> boxes are checked "No" in Section B, project is not a PDP. Check box below.</p> <p><input type="checkbox"/> Non-PDP subject to SD and SC requirements. Project requires "Other Development Project" Water Quality Checklist Submittal or local equivalent documentation method.</p>		
SECTION C: POTENTIAL GREEN STREET EXEMPTION		
<p><input type="checkbox"/> PDP does not qualify for (or elect to pursue) the 'Green Streets Exemption' and must submit a Project-Specific WQMP</p> <p><input type="checkbox"/> PDP qualifies for, and elects to pursue, the 'Green Streets Exemption', consult with Copermittee for submittal requirements. This exemption requires that the project be designed a manner consistent with the USEPA Green Streets Manual to the maximum extent practicable. Acceptance of this pathway is contingent on Copermittee approval. See Section 1.1.2 of the WQMP.</p>		

\* Descriptions of SIC codes can be found at <http://www.osha.gov/pls/imis/sicsearch.html>.

Where a Project feature, such as a parking lot, falls into a PDP Category above and exceeds the applicable area threshold for that PDP category, the entire project footprint is subject to WQMP requirements. However, the feature, such as a parking lot or road, would need to exceed the individual area threshold for that category to trigger PDP designation.

Example 1: A new development project that includes a 3,000 sq-ft building and a 4,000 sq-ft parking lot. This would not trigger a PDP because the total impervious cover is less than 10,000 sq-ft and the impervious cover of the parking lot is less than 5,000 sq-ft.

Example 2: A new development project that includes a 2,000 sq-ft building and a 5,500 sq-ft driveway. This would trigger a PDP because the driveway area is greater than 5,000 sq-ft. The PDP applies to the entire project even though the total impervious total impervious cover is still less than 10,000 sq-ft.



**H. Elsinore Valley Municipal Water District (EVMWD) Procedures for New Development proposed for on a Vacant Lot regardless of Zoning District.**

As part of the City's Cannabis CUP process for new development applications, each applicant is required to meet with the EVMWD staff to discuss their proposed project prior to a formal application submittal with the City of Wildomar. This "pre" meeting will streamline the process and ensure that each applicant is aware of the policies and requirements of EVMWD for providing water and sewer service to your project. Please refer to the attached information memorandum regarding EVMWD's development review procedures. Questions related to the EVMWD's review procedures may be directed to the Development Services representative by calling (951) 674-3416, Ext. 8427.

**Board of Directors**  
Phil Williams, President  
Harvey R. Ryan, Vice President  
Andy Morris, Treasurer  
George Cambero, Director  
Nancy Horton, Director



**Elsinore Valley Municipal Water District**

*Our Mission...*

EVMWD will provide reliable, cost-effective, high quality water and wastewater services that are dedicated to the people we serve.

---

**General Manager**  
John D. Vega  
**District Secretary**  
Terese Quintanar  
**Legal Counsel**  
Best Best & Krieger

May 25, 2016

Attn: New Developers

**SUBJECT: EVMWD Development Procedures**

In order to minimize potential delays to your water, sewer or recycled water projects, please be sure to contact the Elsinore Valley Municipal Water District (EVMWD) as soon as possible.

For Due Diligence, Planning, Plan Check and/or Inspection questions, please contact EVMWD Engineering Services at [engservices@evmwd.net](mailto:engservices@evmwd.net) or by phone at (951) 674-3146 Ext. 6705.

For Service Availability/Service Commitment Letters, please contact EVMWD Development Services at [development@evmwd.net](mailto:development@evmwd.net) or by phone at (951) 674-3146 Ext. 8427.

Please be aware that your project will not be able to receive water and/or sewer services until the appropriate EVMWD procedures have been followed and approved.

Respectfully,

Joanna Stewart  
EVMWD Development & Construction Services